

Steps to complete an increase in CCDF provider charges after successful Paths to QUALITY™ Level Increase rating

**PTQ Homes and Centers levels 2- 4 and Paths to QUALITY Registered Ministries levels 1-4*

Please follow this procedure if you are requesting an increase to your provider charges for current CCDF vouchers assigned to your location.

- Step 1 Complete a new Provider Information Page for each CCDF family assigned to your location reflecting your new charges for each child(ren)
- Step 2 Make a copy of your PTQ level increase congratulations letter to submit with your Provider Information Page(s).
- Step 3 Submit the PTQ level increase congratulations letter with the completed Provider Information Page(s) to your local CCDF Intake Agent **within 30 days** from the date on the PTQ level increase congratulations letter.
- Step 4 The Intake Agent will have a maximum of 10 business days from receipt of the Provider Information Page(s) and PTQ level increase congratulations letter to complete the voucher adjustment. The Intake Agent will then mail the new vouchers to you.
- Step 5 If the Provider Information Page(s) is not received by the Intake Agent within the required 30 days, the change will only take place at the time of CCDF re-authorization.